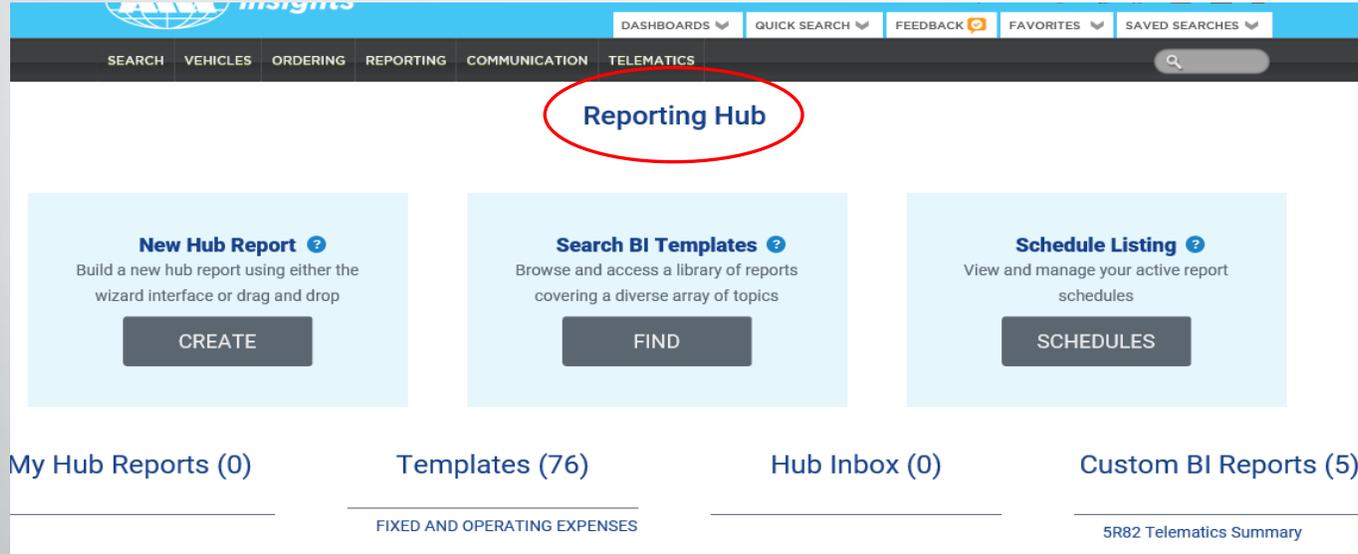
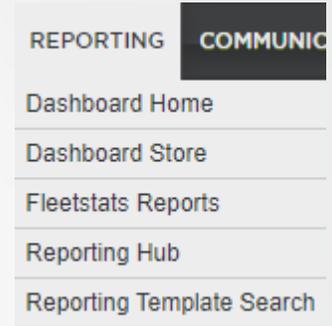


## Steps to Run a “Fuel Program Utilization” Report in ARI

In ARI Insights, click on the Reporting tab in the top black ribbon then click on Reporting HUB



Click Find in the Search BI Templates box.

SEARCH VEHICLES ORDERING **REPORTING** COMMUNICATION TELEMATICS

### Find Reports (Client)

Easily filter the listing of reports by selecting from the drop downs or using the Keyword search

Country: USA

Report Topic: Fuel

Search Term: Enter Keyword

Search

Use a keyword to search report titles and descriptions

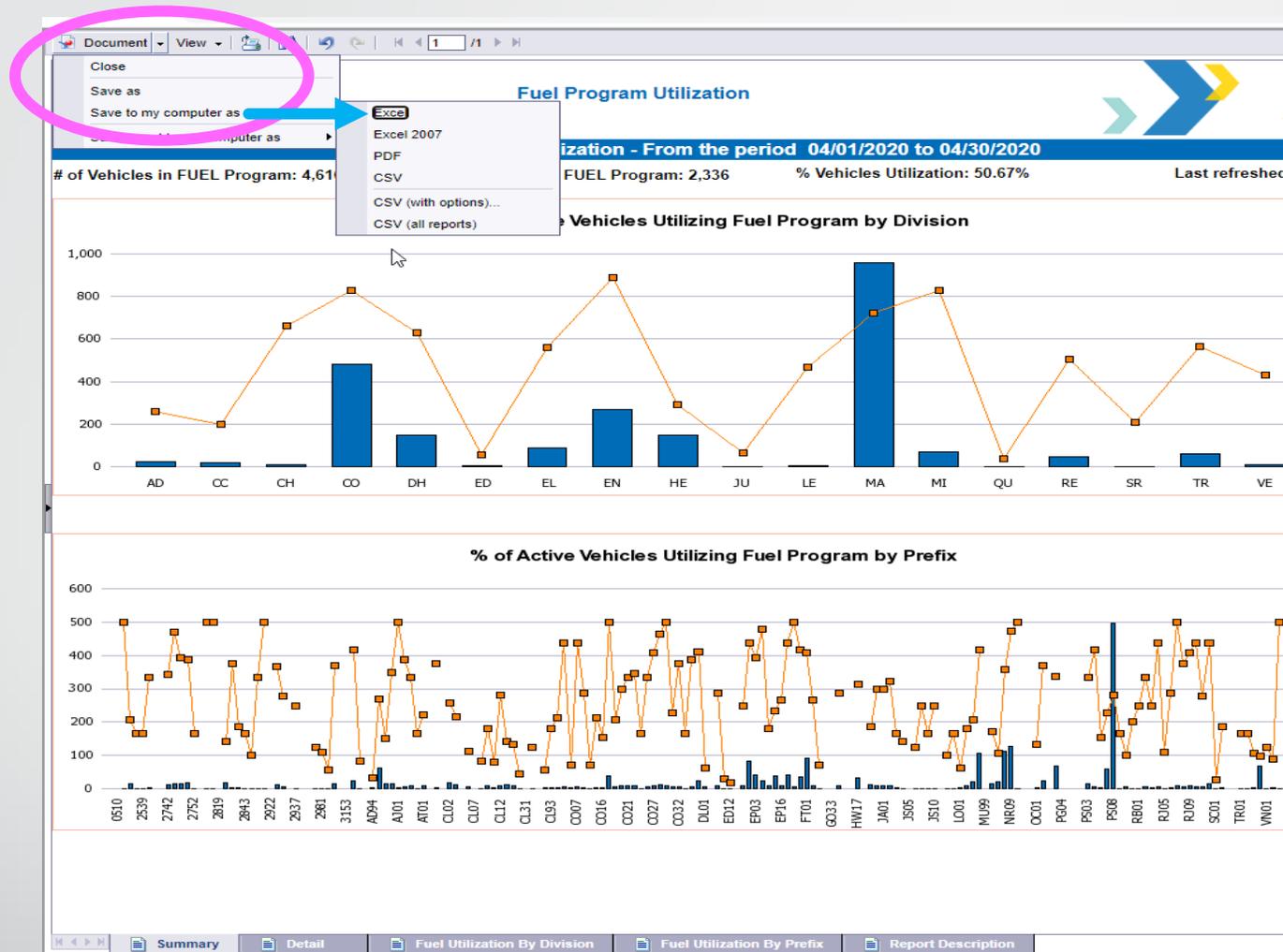
### Reports

Report Name	Description	Report Type	Report Access Count
<a href="#">PIN REPORT AND LAST PIN TRANSACTION</a>	PIN transaction and last use date	Fuel	1579
<a href="#">FUEL STATISTICS AND MPG</a>	Counts by client, division, asset type. Usage by client, division, asset type. MPG by asset type.	Fuel	1426
<a href="#">FUEL REPORT</a>	Transactions, Co2, Expense by fuel type, cost per Gallon, CPG/month, Drivers and PINs, Month and Quarter	Fuel	1210
<a href="#">FUEL AND TANK EXCEPTION-WEX</a>	Exception reporting for: Tank Capacity Violation Premium Fuel Purchase Mismatched Fuel Types Non-Fuel Purchase Multiple Transactions in a day	Fuel	1052
<a href="#">FUEL PROGRAM UTILIZATION</a>	Fuel Program Utilization: Number of vehicles on Program vs. number of vehicle using program.	Fuel	667

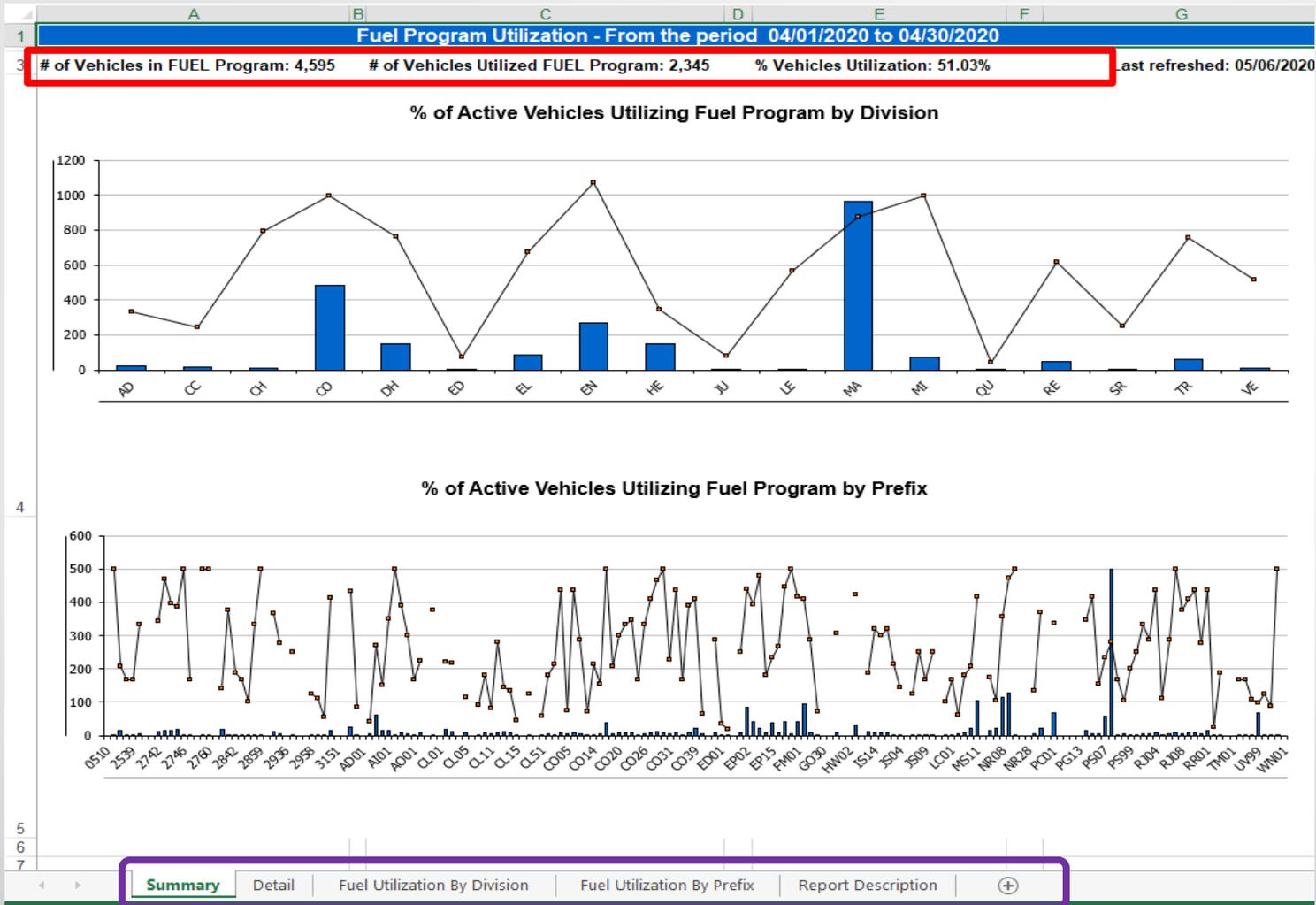
- In the Report Topic field dropdown, click “Fuel” and hit Search button
- Click on “Fuel Program Utilization” in the Report Name box and it will bring up the Prompts Screen

The screenshot shows a web browser window with the title "Document" and "View". The main content area is titled "Fuel Program Utilization" and features a blue header bar with the text "#ERROR". Below the header, there is a table with the following columns: "# of Vehicles in FUEL Program:", "# of Vehicles Utilized FUEL Program:", "% Vehicles Utilization: %", and "Last refreshed:". The table is currently empty. A "Prompts" dialog box is open in the foreground, displaying the text "Reply to prompts before running the query." and two prompts: "Enter Starting Period Date:" and "Enter Ending Period Date:". Below the prompts, there is a text input field for "Enter Starting Period Date:" and a "Run Query" button. At the bottom of the dialog, there is a "More Information" link and a text area containing the text "Select or type the values you want to return to reports for each prompt displayed here." The browser's address bar shows "1 / 1". The bottom of the browser window displays a navigation bar with tabs for "Summary", "Detail", "Fuel Utilization By Division", "Fuel Utilization By Prefix", and "Report Description".

- Enter your beginning and ending dates in the appropriate fields and click “Run Query”.



- Once the report comes up click the “Document “ dropdown in the top left corner and “Save to My Computer As...“Excel” to export the file.
- Once the report downloads you will be able to save it.



- The downloaded report looks like this when you open it.
- At the top you will find relevant totals for the reporting period.
- Along the bottom are tabs for worksheets containing a variety of information.
- If you ever have questions please don't hesitate to contact Fleet Management
- Email: [Fleet@wv.gov](mailto:Fleet@wv.gov) or call (855) 817-1910